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ABSTRACT

Intended to aid state agencies, the Mississippi Library Commission, and the depository libraries in complying with the intent of the law setting up the depository system for state documents, this handbook describes the depository program, defines state documents, details the procedures of the program, and spells out the rules and regulations for depository libraries. The history and purpose of the program are described, as are the responsibilities of both agency and library. The handbook also explains the KWIC index used to list state publications. An appendix includes a sample claim notice for state documents. (FM)

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STATE DEPOSITORY FOR PUBLIC DOCUMENTS
HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES

January, 1978

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PREFACE

This handbook is intended to aid state agencies, the Mississippi Library Commission, and the depository libraries in complying with the intent of the law setting up the depository system for state documents.

Its purpose is to answer as many questions as possible about the depository program: to define state documents, to describe the depository program, to detail the procedures of the depository program, to spell out the rules and regulations for depository libraries, and to fulfill the intent of the law by making the largest possible number of state publications available to all Mississippians.

The willing cooperation of both state agencies and depository libraries is essential to the success of the depository program. The Library Commission thus wishes to express its appreciation to all agencies that have contributed to the accomplishment of the goal of the program, to seek their continuing assistance in making vital information available through the depository libraries, and to solicit the support of additional agencies for the depository program.

Questions about the depository program should be directed to the Recorder of Documents at 354-6383.

INTRODUCTION

History

In 1966 the Mississippi Legislative established a depository system for state publications and created the position of Recorder of Documents in the office of the Secretary of State. The Recorder of Documents' responsibilities included the acquisition, distribution, and maintenance of an archival collection of publications by agencies of state government.

The legislation required state agencies to deposit with the Recorder of Documents sufficient copies of each publication for distribution to depository libraries and to provide at six months intervals a list of all agency publications.

In January, 1967, a list of publications arranged by agency was published. Subsequent editions were published every six months until December, 1974.

In 1975, the Legislature amended the depository program law to move the Recorder of Documents and the depository system to the Mississippi Library Commission. The transfer became effective on July 1, 1975.

Planning was begun at that time to: (1) secure sufficient copies of each publication for distribution to depository libraries, (2) provide a subject index to documents, (3) secure more publications from more agencies, (4) begin systematic microfilming of doucments, and (5) increase the frequency of mailing to depository libraries.

In 1977, the first edition of a Keyword-in-context index to state publications was published. This index is now on a regular monthly schedule of publication, with cumulation every six months. Documents are being mailed monthly.

Future plans call for retrospective KWIC indexing of all documents since July, 1966, contents indexing of selected state periodicals, and distribution of documents in microform.

Purpose

The purpose of the state documents depository program is to make available to students, researchers, and the general public the written results of state agencies' work or findings. It is an affirmation of the public's right to know how their government is being operated and how their tax dollars are being used. Almost all agencies are convinced of the value of the work they do or the services they offer and are thus eager to make the reports of this work or these services available for public use.

Frequently researchers investigating a particular topic or an individual pursuing a special interest can find the needed facts only in the publications of a government agency. The system of depository libraries is designed to make state government publications readily available to interested persons.

The philosophical basis for the depository program is that an informed citizen can make more intelligent decisions than one who is uniformed.

Copy of Law

CHAPTER 51

State Depository for Public Documents

25-51-1. Designation.

The Mississippi Library Commission shall be the state depository for the public records issued by any government agency for public distribution. The libraries of state agencies, public junior colleges, colleges, public universities and public libraries located in the state may also become depositories of these records, when designated as such by the director of the Mississippi Library Commission upon their written request to this effect.
SOURCES: Laws, 1975, ch. 347, par. 1, eff from and after July 1, 1975.

25-51-3. Agencies to furnish copies of documents.

All agencies of state government shall furnish to the director of the Mississippi Library Commission sufficient copies of each public document printed, and the director of the Mississippi Library Commission shall deliver to each depository as many as two (2) copies of each document requested. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.
SOURCES: Laws, 1975, ch. 347, par. 2, eff from and after July 1, 1975.

25-51-5. Semiannual lists of public documents.

Each agency of state government shall furnish to the director of the Mississippi Library Commission semiannually a list of all its publications issued for public distribution, and the director of the Mississippi Library Commission shall make and furnish to each depository a duplicate copy of the same.
SOURCES: Laws, 1975, ch. 347, par. 3, eff from and after July 1, 1975.

25-51-7. Recorder of public documents.

A recorder of documents shall be appointed by the director for the Mississippi Library Commission in his office, whose functions shall be to administer the provisions of this chapter under the supervision of the director of the Mississippi Library Commission.
SOURCES: Laws, 1975, ch. 347, par. 4, eff from and after July 1, 1975.

STATE AGENCY RESPONSIBILITIES

The law states "All agencies of state government shall furnish to the director of the Mississippi Library Commission sufficient copies of each public document printed..."

Definition of Public Document

A public document (and thus a depository item) is:

> Any item published by the state government, for the state government, or at state government expense, and which would be available without charge upon request from any person other than the employees of the producing agency, and which bears the imprint of any state government agency.

An agency of state government is:

> Any part of the Legislative, Executive, or Judicial branches, or any educational, eleemosynary, or other institution for which any funds are appropriated by the state Legislature.

There are five broad groups of state publications: Items that

1. Result directly from the process of governing, e.g., legislative journals, committee reports, bills, acts, laws, statutes, codes, judicial decisions, administrative regulations and codes, research reports and annual reports.

2. Are created for operational purposes, e.g., rules and regulations, lists of library materials.

3. Result from an agency's work, e.g. directories, maps, research reports, statistical compilations.

4. Are designed primarily to help individuals or groups in their private or business lives, e.g., safetly bulletins, information sheets, farmer's or hobbyist's bulletins.

5. Are primarily for public relations purposes, e.g., newsletters, speeches, press releases.

Items that are produced for sale and whose continued publication depends upon revenue from subscription or sale are generally excluded from depository distribution. They are excluded even though they may be partially produced at state expense if a substantial source of their revenue is derived from subscription, membership dues, or advertising and if their continued existence depends upon this non-appropriated revenue. Examples of items excluded would be subscription journals, student newspapers, school yearbooks, etc. For archival purposes and future research, two copies of such publications should be deposited with the Recorder of Documents.

The per copy price of "for sale only" publications will be listed in the KWIC index.

Number of Copies

Please send 42 copies. Agencies are expected to send sufficient copies for distribution to all depository libraries plus two copies for the permanent collection of the Library Commission. Currently, there are 38 state depository libraries and two out-of-state depositories (Library of Congress and the Center for Research Libraries).

Time to Mail or Ship

Please send documents immediately upon publication. Much of the value of documents is the currency of their data. The statistical data in documents is usually the latest available in any form. For this reason, documents must reach the depository libraries while the information therin is still current.

The Library Commission indexes and ships items to depository libraries monthly (twice monthly if the number of documents received so indicates).

Waiting until once or twice a year to send documents to the Recorder causes a document to lose its currency and sometimes makes it useless for all except historical research.

Mailing Data

Address first class mail to:

Recorder of Documents
Mississippi Library Commission
P.O. Box 3260
Jackson, Mississippi 39207

Address bulky mail, packages, etc, to:

Recorder of Documents
Mississippi Library Commission
810 W. Capitol Street
Jackson, Mississippi 39203

Hand mail should be addressed to:

Recorder of Documents
Mississippi Library Commission
1100 Woolfolk State Office Building

When necessity dicates, the MLC courier can pick up documents at your office in the Jackson area. Call the Recorder of Documents at 354-6383 to arrange for this service.

Direct Distribution

With prior approval of the Recorder of Documents, agencies may choose to mail documents directly to depository libraries. Items so mailed must be designated as depository copies. Two copies must be sent to the Recorder of Documents.

Six-Months Checklist

The law requires agencies to send to the Library Commission semi-annually a list of documents published in the preceding six months. The Library Commission is required to furnish depository libraries with a list of these publications.

Letters requesting the semi-annual list will be mailed by June 15 and December 15 of each year. The letter will be accompanied by a form showing the titles of the documents received by the Library Commission and with space for additional titles published but not sent to the Recorder of Documents. These forms should be returned by January 15 and July 15 of each year.

The KWIC index may serve as the list for the depository libraries.

Claim Notice

Claim notices will be sent to agencies for documents not received by the Recorder of Documents or for documents received in insufficient quantity. A copy of the claim notice is in the appendix to this handbook.

The Recorder of Documents will check various lists, the newspapers, and other sources to be aware of documents published but not sent to the Recorder.

Requests from Non-depository Libraries

Because the Recorder of Documents receives only enough copies for distribution to depository libraries, requests for copies from non-depository libraries cannot be filled by the Recorder. Such requests will be referred to the publishing agency.

Some agencies may choose to send more than 42 copies of certain documents to the Recorder with a written request that the extra copies be used to fill requests from non-depository libraries. The Recorder reserves the right to dispose of extra copies after a reasonable time.

DEPOSITORY RESPONSIBILITIES

The depository law states: "The Libraries of State agencies, public junior colleges, colleges, public universities and public libraries located in the state may also become depositories of these records, when designated as such by the director of the Mississippi Library Commission upon their written request to this effect."

Criteria for Depository Designation

The purpose of the state documents depository program is to make available the publications of state government. This availability requires considerations of geographical location, population distribution, and physical resources.

In keeping with the Long-Range Program for Library Development in Mississippi, designation of depository libraries is based on these criteria:

Geographic location - At least one and preferably two depository libraries in each Planning and Development District. The Southern Mississippi Planning and Development District is divided into Southern and Gulf Coast districts, the latter consisting of the six southernmost counties. Whenever possible, the two depository libraries shall include one academic and one public library in each district. Except for other valid reason, no more than two depository libraries shall be designated within one PDD.

Population Distribution - When the population density so indicates, additional depositories may be designated in a PDD.

Physical Resources - The depository library shall have adequate space for the housing of the collection and the processing of new materials and sufficient personnel to assure organization and accessibility of the collection.

Standards for Depository Libraries

In addition to the above criteria for depository designations, depository libraries shall meet the following standards.

1. Space for the depository collection shall be of the same quality as other areas of the library, with acceptable levels of comfort, lighting, temperature, ventilation, and noise control.

2. Space shall be adequate for the housing of the collection. All parts of the collection shall be readily accessible, preferably on open shelves.

3. The library will record its accessions and provide at minimum a shelf list which shows the library's holdings and the call numbers on locations where they may be found.

4. The library will adopt a standard classification system for precise indentification and location of materials requested by library users. The classification system adopted shall be optional with the library. Any document shall be available for public use within 10 days after receipt.

5. Collections should be maintained in as good physical condition as other library materials.

6. The depository collections will be open to any user for free use of depository publications whenever the library is open for public service.

7. Depositories will establish circulation policies for use of materials outside the library, except that all items shall be available for interlibrary loan or for photocopy without charge to other depository libraries.

8. Depositories will retain all documents at least five years, except as specified below.

   a. Documents may be discarded when the information therin is obsolete and not needed for historical research (e.g., outdated college catalogs; a new or revised edition)
   b. Documents may be discarded when the information is cumulated into a later document (e.g., monthly reports are merged into a quarterly, semi-annual, or annual report; bound volumes; or microfilm copies.)
   c. Documents over five years old may be discarded with discretion: that is, if the information is obsolete and if the document would be of no value to historical researchers or would be used so seldom that a copy borrowed on interlibrary loan would suffice. Permission to discard must be obtained from the Recorder, who may request that the documents be offered first to other depository libraries.

9. At least one staff member with professional library training should be assigned to duty as documents librarian, either part-time or full time depending on the size of the library and of the documents collection. Every staff member should be aware of the availability requirement in number 6 above.

10. Depository libraries are expected to respond promptly to surveys and other communications from the Recorder of Documents. The Recorder of Documents may make periodic visits to depository libraries to determine if standards are being met.

11. Depositories which cannot meet these criteria may choose to cease depository status. A written letter to that effect should be sent to the Recorder of Documents.

Selection of Depository Items

No selection of depository items is possible at this time. A depository must accept all items.

KWIC INDEX

The Keyword-in-contex (KWIC) index is a title index to state publications. It is also a subject index insofar as title keywords indicate the subject of a document.

Each keyword in a title is arranged alphabetically on a particular column with both preceding and following words in the title on the same line. Thus the keyword is presented within the context of the title. Alphabetization begins with the keyword and extend 40 spaces to the right following the rule that "nothing comes before something". Words preceding the keyword are not in alphabetical order.

Subjext terms may occasionally be added in parentheses if the title is not descriptive of the contents of the publication.

Certain words are not indexed: Two-letter words, names of the month, report, board, commission, Mississippi, and others.

To the right of each entry is a 12-digit code identifying the producing agency, the type of publication, the year received by the Recorder, and the accession number. This code is the MLC call number for the document.

The KWIC index is published monthly, with a semi-annual cumulation in December and a total cumulation in July. Volume I, Number I, presently covers July 1975-June 1977. The final cumulation of Volume I is projected to cover July 1975-June 1980. Monthly indexes are to be discarded upon receipt of cumulated issues.

Indexes are printed horizonally on 8½ x 14 paper. Monthly issues have yellow covers; cumulated issues have green covers. ONLY the annual cumulated issues contain instructions for use and agency codes so that the monthly issues and the six months cumulation must be used with the most recent annual cumulation.

Retrospective indexing is planned for all documents received from July 1966-June 1975. This index will be published in two retrospective volumes.

Further indexing is planned for the contents of selected documents, primarily periodicals.

RECORDER'S PROCEDURES

Receipt of Documents

As documents are received the Recorder:

1. Sorts into mailing bins by priority
2. Notes insufficient copies and files claim notices

Recording and Indexing

The following steps are taken after sorting of documents:

1. Documents are recorded in the Recorder's books
   a. By agency
   b. By monograph, serial, or series.
2. New entries are checked against the KWIC index to determine form of entry, classification, etc.
3. On the 15th of each month:
   a. Accession numbers are added
   b. Documents are labeled with the call number
   c. A shipping list, arranged by agency, is prepared
   d. Cards are keypunched from the Recorder's books
   e. Cards are proofread
4. On the 20th of each month:
   a. Cards are sent to the computer
   b. The shipping list is printed, collated, stapled
5. On the 25th of each month:
   a. Masters are prepared for the KWIC index
   b. The index is printed, collated, stapled
6. On the last day of the month, documents, index, and shipping list are packaged, labeled, and mailed.

Distribution

Distribution of documents is according to a set priority shown in the appendix.

If the number of documents received indicates, two shipments may be made monthly. When two shipments are made, two shipping lists will be prepared. The index, however, will be printed only once each month.

The U. S. Postal Service is used for shipping documents to libraries outside the Jackson area. Within the Jackson area, both Hand Mail for state agencies and Infopass for other libraries are used instead of the postal service.

Filing

Documents are filed in the MLC collection by classification numbers .

One (or an only) copy is stamped "non-circulating" to indicate the archival copy, which may be photocopied or used in the library, but which may not be loaned. The other copy may be used for loan to individuals or other libraries.

Microfilming

Distribution of documents in microform is being held in abeyance. When funds and technology permit, the retrospective collection may be filmed and made available to all libraries. Monthly microform distribution is not deemed possible or desirable at this time.

Six-Month Checklist

In June and December, the Recorder is required to solicit from each state agency a list of publications during the preceding six months. The procedure for this is to send to each agency a letter and a form to be completed. Using the monthly check lists, the Recorder will prepare a list of publications received from each agency, list these on the form, and leave space for the agency to list additional publications.

These lists may be used to prepare an annual or semi-annual list by agency for distribution to depository libraries, although the KWIC index may also be used as the semi-annual list of publications.

APPENDIX I - CLAIM NOTICE

JOE B. FORSEE, DIRECTOR

MISSISSIPPI LIBRARY COMMISSION

P.O. BOX 3280
JACKSON, MISSISSIPPI 39207
TELEPHONE 601/354-6369

TO:

FROM: Barbara Smith, Recorder of Documents

RE: CLAIM NOTICE FOR STATE DOCUMENTS

The publication(s) of your agency listed below has/have not yet been received or have been received in insufficient quantity by the Recorder of Documents for distribution to the depository libraries.

Please send _____ copies to the Recorder of Documents, Mississippi Library Commission, 810 West Capitol Street, Jackson, MS 39203. Please send routinely to the same address 42 copies of each publication issued by your agency as published.

You may wish to refer to Title 25-51-5 of the Mississippi Code of 1972 as amended in Laws, 1975, ch. 347, section 2, as the authority for our request.

We appreciate your help in making the reports of the work of your agency available to the public through the depository program.

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